

REGISTRAR'S CENTRE – BOX HILL INSTITUTE
**2024 REQUEST FOR REPLACEMENT
 RESULTS / COMPLETION STATEMENT** v1
 OPTIONS AVAILABLE AND CHARGES (Please tick desired option)

<input type="checkbox"/>	STATEMENT OF RESULTS: (TAFE- Sector Courses)	A yearly printout of all results achieved for a single TAFE course. COST: 1992 Onwards - \$15.00 Pre 1992 (manual records) - \$60.00 Search and Preparation Fee (Post-1992 Statements will take 3 days to process. Pre-1992 Statements may take up to 21 days to process. Statements will then be posted to the current address stated on the back of this form.)
Which year/s are you requesting?		
<input type="checkbox"/>	TRANSCRIPT OF RESULTS: (1992 Onwards) (TAFE & HE Sector Courses)	One complete printout of all results achieved for one or more TAFE courses in one or more years. This report is only available for students enrolled from 1992 onwards. COST: (1992 onwards) - \$15.00 (all study years included in the one transcript) (Statements will take 3 days to process and will be posted to the current address stated on the back of this form.)
Do you require all your enrolled courses and results from 1992 onwards?		YES <input type="checkbox"/> NO <input type="checkbox"/>
If NO, which course(s) do you require?		
<input type="checkbox"/>	ACADEMIC TRANSCRIPT: (TAFE & HE Sector Courses)	This report is only available for students who have successfully completed a course and where the Award has been issued. COST: 1992 Onwards - \$15.00 (Statements will take 3 days to process and will be posted to the current address stated on the back of this form.)
Which course(s) do you require?		
<input type="checkbox"/>	STATEMENT OF ATTAINMENT: (2002 Onwards) (TAFE Sector Courses)	This report is only for students that have ended their study in a nationally accredited course/training package and have completed at least one unit/module, but have not completed enough requirements to be entitled to the full qualification. Only completed units will be listed on this report. COST: (2002 onwards) - \$15.00 (Statements will take 3 days to process and will be posted to the current address stated on the back of this form.)
Which course(s) do you require?		
<input type="checkbox"/>	COMPLETION STATEMENT (Standard Letter):	The Institute can provide you with a letter indicating your completion of a course. COST: \$15.00 per course (21 day processing time) \$20.00 per course (5 day processing time) \$40.00 per course (24 hours processing time. Only available with approval from Awards Administrator)
Lost or Damaged certificates can be replaced at cost of \$80.00 (per course), please request and complete the form 'Request for Replacement Certificate'		
In which year did you complete the course?		
Please Note: We will endeavor to satisfy your request where records exist. However, we cannot always guarantee that this will be the case, particularly for pre 1985 manual records. Where records do not exist, you will be notified in writing indicating this. The pre 1985 Search and Preparation Fee for Statements of Results however still applies regardless of whether or not we are finally able to produce a Statement of Results. The Completion Statement Fee still applies regardless of whether or not we are finally able to produce a statement.		

YOUR PRIVACY

Your personal information will be collected and used for the purposes set out in Box Hill Institute's Personal Information Privacy Collection Notice – available to be viewed on the Institute's web site at: www.boxhill.edu.au

OFFICE USE ONLY

RECORDS RETRIEVED:	YES <input type="checkbox"/> NO <input type="checkbox"/>	NOTIFIED:	
PROCESSED BY:		DATE SENT :	

(PLEASE TURN OVER)

CASH REGISTER RECEIPT (attach)

TO BE COMPLETED BY STUDENT FOR WHICH RECORDS ARE REQUESTED ONLY:

STUDENT ID:

STUDENT NAME:

DATE OF BIRTH:

DAY MONTH YEAR

CURRENT ADDRESS:

SUBURB:

POSTCODE:

ADDRESS AT TIME OF STUDY:

SUBURB:

POSTCODE:

CURRENT PHONE:

(HM)

(WK)

COURSE NAME:

COURSE ID:

List the years during which you studied this course:

Did you study any of these courses as an Off-Campus student?

YES

NO

If YES, which years:

SIGNATURE:

DATE:

WHEN THE COMPLETION STATEMENT/REPLACEMENT RESULTS ARE READY:

PLEASE CALL ME ON

PLEASE MAIL IT TO ME

ALL STUDENTS TO COMPLETE:

TOTAL COST:

\$

Card Number:

Expiry Date:

Card Type: Visa

MasterCard

ccv:

Card Holder:

Signature:

Date:

I hereby consent to Box Hill Institute releasing my requested information to my current address.

SIGNATURE:

DATE:

Please note:

If you require your documents to be forwarded/faxed to someone other than yourself you must also complete and return a 'Release of Student Information Authorization' form. This is downloadable from the Box Hill Institute website at <https://www.boxhill.edu.au/student-information/academic-records/>

Due to Box Hill Institute's privacy policy, we are unable to provide any results or student information over the phone.

RETURN THIS FORM TO:

By Post:

Student Administration
Box Hill Institute
465 Elgar Road
Box Hill VIC 3128
Australia

By Fax - (Local):

(03) 9286 9018

By Fax - (International):

+61 3 9286 9018

By Email:

studentadmin@boxhill.edu.au

(signed PDF attachment only)